

Andover Family Fun Fest – 2015

17231 Partridge St NW
Andover, MN 55304

612-309-4262
linda@istmn.com

Dear Sir or Madam:

Planning for the Andover Family Fun Fest has begun. This year the Fun Fest will be held on July 10th – 11th and once again community groups will have the opportunity to purchase booth space to promote their organization. We hope that you will consider renting a booth for your organization. Here are the details:

The Fun Fest officially begins on Friday, July 10th at 5:00 PM until Midnight. The Fun Fest will reopen again on Saturday, July 11th at 10:00 AM and continues again until midnight. Since the designated area for the community booths is not lit after dark, we ask that all the community booths be closed at 8:00pm. Booth set-up begins on Friday at 11:00am with the goal of having all the booths ready by 4:30 PM. Vehicle movement on the grounds is limited for safety purposes and access to the grounds by car will stop at 4:30 PM.

The cost of booth space is \$65.00, and an additional fee of \$10.00 (\$75.00 total) will be charged if you need electrical hookup.

Guidelines for Community Booths

- A single booth is approximately 10 feet by 12 feet.
- Groups must supply their own tables, chairs, and tent.
- Raffles are not allowed because they require a state gambling license.
- Community Booths cannot sell food or beverage items.
- No money is to be exchanged between you and the visitors to your booth. You may use promotional items to collect information to contact people at a later time for a sale.
- Because the booths are so close to each other, please keep any sound amplification systems to a minimum.
- If you require an above average use of electricity, please let me know in advance so that we can prepare for your needs.
- Your group is responsible for its own insurance as well as the supervision of all children in your group.
- I appreciate you sharing your general booth plans with me; this helps me in booth placement.
- Booths are required to be manned during peak times. Friday from 5pm-8pm and Saturday noon-6pm. Those who do not comply will not be invited back.
- Those interested in a booth for **fundraising opportunities** (Saturday only), please contact [Angie Sedesky at 612-723-4118](mailto:Angie.Sedesky@istmn.com). Space is limited and applications will be handled through a lottery drawing. Volunteer hours as well as a booth fee will be required. There is a separate fundraising application.

If you would like to secure a spot for your organization please fill out the application. Make checks payable to **Andover Family Fun Fest** and include the completed registration form. **Deadline for registration is June 25th, 2015.** Entries received after June 25th will be charged a \$10.00 late entry fee. Checks and Registration forms can be mailed to:

Linda Isaacson
17231 Partridge St. NW
Andover, MN 55304

Please don't hesitate to call me if you have questions. I will confirm your registration by e-mail. Space is limited and will be given out on a first come first serve basis. (I also give a priority to those groups who are returning from previous years). Hope to see you at the Fun Fest!

Sincerely,
Linda Isaacson, Cell: 612-309-4262
Community Booths Coordinator
linda@istmn.com

**Andover Family Fun Fest
July 10th and 11th, 2015**

**Community Booth Application
17231 Partridge St NW
Andover, MN 55304
612-309-4262
linda@istmn.com**

Organization Name: _____

Address: _____

City: _____ **Zip Code:** _____

Contact Person(s)

Name: _____ **Phone:** _____ **E-mail:** _____

Name: _____ **Phone:** _____ **E-mail:** _____

Please let us know what you have planned for your booth and indicate if you require special accommodation (no guarantees, but I will do my best to accommodate your needs)

***This is a community booth in order to provide value information to the community. There is no money to be exchanged between you and the visitors to your booth. No raffles and no sale of product are allowed at a community booth. You can give promotional products away (no food) and collect visitors' information to contact them at a later time.

Deadline for entry is June 25th, 2015. Entries received after June 25th will be charged a \$10.00 late entry fee.

Will you need electrical hook up? _____ yes _____ no

Please include a check made out to the Andover Family Fun Fest

\$65.00 –booth with no electricity \$75.00—booth with electricity

Please mail this form along with your check to:

Linda Isaacson – 17231 Partridge St. NW, Andover, MN 55304

By signing this agreement, I acknowledge that I have read and will abide by the terms and conditions set forth on this application and attachments.

Signature: _____ **Date** _____

Date Received: ____/____/____ **Amount Received:** _____ **Check #** _____